

OTE 83-1327

18 August 1983

STAT

MEMORANDUM FOR: Executive Officer to the DDA

FROM:

[REDACTED]  
Executive Officer  
Office of Training and Education

SUBJECT: OTE Nominees for Brookings Luncheon  
Briefings, 1983 - 1984

REFERENCE: Your Memo, Dated 15 August 1983

In response to your request, the following three  
officers are nominated to participate in the Brookings  
Luncheon Briefings for 1983 - 1984:

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[REDACTED]  
Chief, Administration Division  
Room 1016, C of C  
Extension [REDACTED] STAT

Chief, Executive Development  
Staff  
Room 1001, C of C  
Extension [REDACTED] STAT

Chief, Management and  
Administrative Training  
Division  
Room 516, C of C  
Extension [REDACTED]

Distribution:

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1 - C/AD  
1 - C/EX DEV  
1 - C/MATD  
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1 - OTE [REDACTED]

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

EO/DDA

7D-18 Hqs.

DATE

15 AUG 1983

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. D/Training & Education  
1026 C of C

24 August Susperse

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EXO (action)

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DDA 83-1991/2  
15 August 1983

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education

FROM:

  
Executive Officer to the DDA

STAT

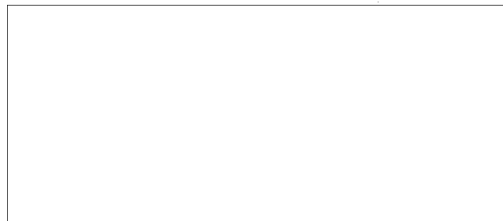
SUBJECT:

Luncheon Briefings for the Brookings Institution's  
Public Policy Conference for Corporate Executives on  
Understanding Federal Government Operations, 1983/84

Attached herewith is a copy of a memorandum sent to key Agency officials requesting their participation in Subject luncheon briefings. In keeping with our expected participation in these activities, please nominate three middle-to senior-level officers from your Office who will serve as luncheon table hosts and as discussants during the briefings. Please forward the officers' titles, mailing addresses, and extensions to me for consolidation and transmittal to the OTE Special Programs Officer. It would be appreciated if you would forward your list to me by close of business 24 August.

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Attachment



OTE 83-6068

9 AUG 1983

83-1991

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Inspector General  
Comptroller  
Director, Equal Employment Opportunity  
Director of Personnel  
Director, Office of Legislative Liaison  
Director, Public Affairs Office

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Luncheon Briefings for the Brookings Institution's  
Public Policy Conference for Corporate Executives on  
Understanding Federal Government Operations, 1983/84

1. The Brookings Institution has requested that the Agency participate in its Public Policy Conference for Corporate Executives on Understanding Federal Government Operations. This is to request that you and your Deputy serve as host, at one of twelve luncheon briefings in 1983/84. We also ask your cooperation in identifying members of your staff to participate as table hosts and discussants in the briefings.

2. Dates for the 1983/84 programs are attached. The format for the programs will continue as in the past: luncheon in the Executive Dining Room at 1200 hours, followed by a briefing in the DCI Conference Room at 1300 hours concluding at 1400 hours. You or your Deputy would serve as hosts for the sessions, with middle- to senior-level Agency officers participating as luncheon table hosts and discussants during the briefing. The latter will consist of a 10 to 15 minute overview of the CIA and the Intelligence Community by the host, followed by a question and answer period in which the Agency discussants, selected for their geographic and functional expertise, will participate by answering questions from the Brookings Conference visitors. The cost of the luncheons are borne by the Brookings Institution.

**SUBJECT:** Luncheon Briefings for the Brookings Institution's  
Public Policy Conference for Corporate Executives  
on Understanding Federal Government Operations, 1983/84

3. I hope that these programs will continue to receive your support. Will you please forward a list of discussants with titles, geographic areas of expertise, office mailing addresses and telephone extensions to [redacted] OTE Special Programs Officer, 1022 Chamber of Commerce Building. Your Executive Officer should contact [redacted] if there are any questions regarding the preparation of these lists. She may be reached on extension [redacted]

Harry E. Fitzwater

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Harry E. Fitzwater

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**Attachment:**  
As stated

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**Distribution:**

- 1 - Each Addressee w/att
- 2 - DDA w/att
- 2 - DTE w/att
- 1 - OTE Reg. wo/att
- 2 - SPS File w/att

OTE/SPS [redacted] 5August1983)

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ATTACHMENT

**SUBJECT: Luncheon Briefings for the Brookings Institution's  
Public Policy Conference for Corporate Executives  
on Understanding Federal Government Operations, 1983/84**

**The dates for the 1983/84 Brookings Luncheon Briefings  
are as follows:**

21 October 1983  
18 November 1983  
9 December 1983  
13 January 1984  
10 February 1984  
9 March 1984  
23 March 1984  
6 April 1984  
11 May 1984  
25 May 1984  
8 June 1984  
22 June 1984

FORM NO. 238		USE PREVIOUS EDITIONS		DOCUMENT CONTROL (13-40) MFG 7-81		
SEC. CL. U		ORIGIN EO/DDA		CONTROL NO. DDA 83-1911/2		
DATE OF DOC 8/15	DATE REC'D	DATE OUT	SUSPENSE DATE 8/24	CROSS REFERENCE OR POINT OF FILING		
TO FROM SUBJ. DDA Office Directors EO/DDA Luncheon Briefings for the Brookings Institution's Public Policy Conference for Corporate Executives on Understanding Federal Government Operations, 1983/84				ROUTING	DATE SENT	
				EXO (Action)		8/17
COURIER NO.	ANSWERED	NO REPLY		1		